

POSITION DESCRIPTION

Title: Groundskeeper/Custodian

Reports To: Asset Manager

FLSA Status: Non-Exempt

Summary

Responsible for performing assigned unskilled manual labor tasks and semi-skilled janitorial and grounds services for the Agency, including office building, common areas, and turnover/make-ready cleaning functions for vacant units as assigned. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Duties and Responsibilities

Performs a variety of grounds maintenance duties as follows:

- Installs, operates, and maintains irrigation systems. Determines equipment and supply needs for new systems and repairs to existing systems. Tests and adjusts water/irrigation systems; installs timers, valves, heads and other items; diagnosis problems and makes repairs to ensure proper watering of grass and plants in landscaped areas.
- Maintains grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, detritus, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
- Cultivates and/or mulches, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.

Cleans office building, bathrooms, hallways, community rooms, laundry facilities and community room kitchens, and vacant units in accordance with Agency standards by performing the following duties:

- Sweeps, scrubs, waxes, and polishes floors using brooms, wet mops, scrapers, and/or heavy powered scrubbers and buffers.
- Cleans rugs and carpeted floors using light-weight and or heavy powered vacuum cleaner, hand sweeper, or shampooer as appropriate.
- Washes and cleans windows, walls, ceiling, and fixtures, using ladders as needed.
- Maintains assigned restrooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, faucet knobs, and

scrubs and cleans enameled and ceramic walls and toilet partitions in restrooms. Keeps toilet paper, towels, and soap dispensers supplied. Mops and sanitizes floors of each assigned restroom.

- Hauls items that are too big for dumpsters to appropriate disposal area.
- May disconnect and clean appliances.
- Empties waste baskets and/or trash containers, and smoking receptacles in and around office, common areas, and vacant units and disposes of trash and refuse in an appropriate manner.
- Dusts, cleans, and/or polishes furniture, desks, and light fixtures.
- May spray/treat for insect and rodent control.

Maintains and performs basic maintenance to hand tools, diagnostic equipment, power tools and other items utilized; cleans, sharpens, adjusts and repairs tools; changes oil, filters, cleans equipment and performs other preventative and restorative maintenance services.

May assist in performing preventive maintenance tasks as assigned, such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.

May assist in performing general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.

Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.

May assist in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.

Reports supply needs to the supervisor.

May assist in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.

May assist management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.

Maintains Agency-owned materials in a neat and orderly manner at all times. Maintains a neat and organized work area free of clutter and debris. Upon completion of cleaning tasks, all equipment and supplies shall be cleaned and/or stored appropriately.

Performs emergency and after-hours work as necessary and/or required and in accordance with Agency policies and procedures.

Follows all established safety procedures and standards.

Maintains a professional image and attitude in keeping with the objectives of the Agency and resident's welfare.

Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Undertakes and performs other work-related duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Qualifications and Knowledge

High School graduate or GED desirable with one (1) year experience in the grounds keeping, maintenance, and/or janitorial field or an equivalent combination of education and experience.

Must have at the time of application or must be able to obtain within six months of employment a valid Class D driver's license.

Good knowledge of techniques, methods, materials, and equipment used in custodial activities and grounds keeping.

Skilled in use of various building and grounds maintenance tools and equipment as appropriate (lawn mower, edger, buffer, vacuum cleaner, etc.).

Skilled in reading and interpreting blue prints, schematics, instruction manuals and related service/instruction manuals.

Skilled in diagnosing and undertaking appropriate grounds, ground maintenance, irrigation and;/or other systems repair, maintenance and/or service needs.

Ability to perform moderately strenuous physical activity.

Ability to establish and maintain effective working relationships with other employees and residents.

Valid driver's license and good driving record.

Ability to be covered under the Agency's fidelity bond.

Ability to be covered under the Agency's fleet auto insurance.

Supervision Given and Received

The employee receives instructions from the Maintenance Manager as assigned. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the manager and the employee's progress is monitored regularly for adherence to instructions, compliance with established procedures, quality, and completeness.

The employee provides supervision and directions to apprentice workers.

Guidelines

The employee follows established policies, procedures and traditional practices in performing work and consults reference materials, such as diagrams, instructions, and information from relevant sources. The employee also receives verbal directions and training from the manager. If a situation not covered by guidelines arises, the employee consults the manager for guidance.

Complexity

The employee performs tasks that are routine in nature. Instructions to the employee are detailed and specific or general, depending on type of work involved. The course of action open to the employee is generally clear cut and specific, but problem-solving skills are frequently called for in determining effective solutions for difficulties encountered during installation, repair, and maintenance procedures.

Scope and Effect

The employee's work primarily affects the Agency's grounds and non-dwelling facilities. If accomplished properly, work efforts considerably enhance the overall appearance of the Agency's developments and the surrounding community.

Personal Contacts

The employee's personal contacts are with other employees, residents, contractors, and suppliers. Contacts primarily concern exchanging information, resolving problems, performing services, and making decisions regarding specific work assignments.

Physical Demands

Normal physical activity can be tedious, strenuous, and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate work-related tools.

Must be able to lift up to fifty (50) pounds without assistance.

Must be able to move/set up office furnishing and equipment (e.g., folding tables and chairs, easels, trashcans, sand-filled cigarette disposal units, file storage boxes).

Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.

Work requires spatial perception, and finger and manual dexterity.

Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.

Must have vision and hearing corrected to be able to perform essential job functions.

Must maintain punctuality and attendance as scheduled.

Work Environment

The employee works indoors and outdoors and is frequently exposed to weather extremes. The employee may occasionally be subjected to fumes, airborne particles, toxic or caustic chemicals (e.g., cleaning solutions, solvents, insecticides), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment. The noise level in the work environment is usually moderate.